

CHANGE CONTROL ACTIVITIES SCHEDULE

As Of -- WEEK ENDING 01/17/2003

No.	Item	Start Date	Details	Status	U	Date Ended
01	PeopleSoft - HR Ref: Kari Alverson	Each Friday on PR Check Issue day	ACTIVITY: Update HRSBOX, HRQA, and HRTEST databases throughout the day. LOCATION: N/A IMPACT: These databases will be unavailable during the updates.	Ongoing.		N/A
02	PeopleSoft - HR Ref: Kari Alverson	Monday to Wednesday of each Payroll week	ACTIVITY: Bring down HRPROD Application Server from 10am Monday until 8am Wednesday LOCATION: N/A IMPACT: The server will be unavailable during this period of the <u>Payroll week</u> .	Ongoing.		N/A
03	PeopleSoft - HR Ref: Kari Alverson	Friday night, 01/11/2002	ACTIVITY: Apply patches to the HR Production areas. LOCATION: N/A IMPACT: The server will be unavailable during this period.	Completed.	U	01/11/2003
04	PeopleSoft - FS Ref: Cheri Detweiler	Each Friday between 1st & 2nd PR Check Issue days	ACTIVITY: Update FSSBOX, FSQA, and FSTEST databases from FSPROD data throughout the day. LOCATION: N/A IMPACT: These databases will be unavailable during the updates on those days.	Ongoing.		N/A
05	PeopleSoft - FS Ref: Cheri Detweiler	To Be Determined	ACTIVITY: Apply patches to the FS Production areas from 7am until 9am LOCATION: N/A IMPACT: The server will be unavailable during this period.	Waiting for decision.		N/A
06	Computer Systems Ref: Rich Anderson	Each Sunday between 3am and 9am	ACTIVITY: Perform maintenance and upgrades on network systems. LOCATION: ISD Computer Room. IMPACT: All City network systems will be unavailable during this period.	Ongoing.		N/A

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07	FS Maintenance Ref: Kari Alverson	To Be Determined	ACTIVITY: Perform Biannual maintenance of Financial databases. LOCATION: ISD Computer Room. IMPACT: Service will be unavailable from 9pm Friday until 7am Monday.	Moved to a future date in February		
08	HRMS Maintenance Ref: Kari Alverson	Friday night, 01/11/2002	ACTIVITY: Perform Biannual maintenance of Human Resources databases. LOCATION: ISD Computer Room. IMPACT: Service will be unavailable from 9pm Friday until 5am Monday.	Completed.	U	01/12/2003
92	PD Network Servers — — — Ref: Harry Houck	To Be Determined	ACTIVITY: Network Server upgrades, Kevlar and Area Stations. LOCATION: Police Dept. only. IMPACT: P.D. staff will be notified, by Harry Houck, of outages at the time of the updates. File access and network printing affected for 15 minutes.	Ongoing until completed. This item will be removed from future schedules.		
98	PeopleSoft Biannual Maintenance — — Ref: Kari Alverson	To Be Determined (On either a Saturday or a Sunday)	ACTIVITY: Perform maintenance of FSPROD and HRPROD databases. LOCATION: ISD IMPACT: The systems and databases will be down for the day.	See items 07 and 08.		
09	NDPS Server Install Ref: Vincent Casaceli	Sunday, 01/26/2003	ACTIVITY: Install new NDPS print server for City Hall, floors 1 & 2. LOCATION: ISD Computer Room. IMPACT: 1st & 2nd floor printers will be migrated to the new server. ISD will be migrated first. This should be transparent to the users.	Waiting for the arrival of scheduled Start Date.		

